

This is a COMBINED SYNOPSIS/SOLICITATION for commercial items prepared in accordance with the format in Subpart 12.6 as supplemented with additional information included in this notice. FAR 12 and 13.5 are utilized for the procurement of CSRS and FERS Retirement Training Services. This announcement constitutes the only solicitation; quotations are being requested and a written solicitation will not be issued. PAPER COPIES OF THIS SOLICITATION WILL NOT BE AVAILABLE. The solicitation is issued as a Request for Quotation (RFQ). This combined synopsis/solicitation shall be posted on Navy E-commerce Online (NECO) at <http://www.neco.navy.mil> and Federal Business Opportunities (FedBizOpps) at <https://www.fbo.gov/>. The RFQ/ number is N00244-16-T-0018.

This RFQ incorporates provisions and clauses in effect through Federal Acquisition Circular (FAC) 2005-85 effective 4 Jan 2016 and DFARS DPN 20151230 effective 30 Dec 2015 2015. It is the responsibility of the Contractor to be familiar with the applicable clauses and provisions. The clauses may be accessed in full text at the following addresses: www.acqnet.gov/far and <http://www.acq.osd.mil/dpap/dfars/index.htm>. The applicable NAICS code is 611699 and the Small Business Standard is \$11.0M. The proposed contract action is 100% set aside for small business concerns and only qualified vendors may submit quotes.

The Naval Supply Systems Command (NAVSUP) Fleet Logistics Center San Diego (FLCSD) requests responses from qualified sources capable of fulfilling the requirement based on the provided Statement of Work (SOW). It is the contractor's responsibility to obtain and review all documents associated with this RFQ/solicitation. Quotations that do not include sufficient information, data, and complete responses as requested in this notice may be determined unacceptable and may not be considered for award. Submission of a quotation represents that the required items adhere to all factors listed in this RFQ/solicitation. The Government anticipates awarding a Single Award, Firm-Fixed price (FFP) Indefinite Delivery Indefinite Quantity (IDIQ) contract as a result of this solicitation.

The contract training service period of performance (POP) being requested is a base year period and two one year options that will be specified upon award completion. Training will be conducted in two locations: NAS Lemoore, CA (2 classes/training sessions) and NAS North Island, San Diego, CA (13 classes/training sessions). Time of delivery date is no later than (NLT) 5 days after receipt of order (ARO). F.O.B Destination applies. The supplier is responsible for the performance of all requirements and quality control.

Contract Line Item Number(s) (CLIN) STRUCTURE:

CLIN	Description	Unit of Issue	Qty.	Unit Price (U.P.)
0001	FERS - Retirement Training, NAS Lemoore, CA-Base Year	Each	1	TBD
0002	CSRS - Retirement Training, NAS Lemoore, CA-Base Year	Each	1	TBD

0003	FERS - Retirement Training, NAS North Island, San Diego, CA-Base Year	Each	6	TBD
0004	CSRS - Retirement Training, NAS North Island, San Diego, CA-Base Year	Each	7	TBD
1001	FERS - Retirement Training, NAS Lemoore, CA-Option Year I	Each	1	TBD
1002	CSRS -Retirement Training, NAS Lemoore, CA-Option Year I	Each	1	TBD
1003	FERS - Retirement Training, NAS North Island, San Diego, CA- Option Year I	Each	6	TBD
1004	CSRS - Retirement Training, NAS North Island, San Diego, CA- Option Year I	Each	7	TBD
2001	FERS - Retirement Training, NAS Lemoore, CA-Option Year II	Each	1	TBD
2002	CSRS - Retirement Training, NAS Lemoore, CA -Option Year II	Each	1	TDB
2003	FERS - Retirement Training, NAS North Island, San Diego, CA-Option Year II	Each	6	TBD
2004	CSRS - Retirement Training, NAS North Island, San Diego, CA- Option Year II	Each	7	TBD

Performance and Acceptance Locations:

The performance location for CLIN's 0001-0002, 1001-1002, and 2001-2002 are as follows:

Fleet Readiness Center Southwest (FRCSW)
Naval Air Station (NAS) Lemoore
700 Avenger
Lemoore, CA 93246-5001

The performance location for CLIN 0002-0004, 1002-1004, 2002-2004 are as follows:

Fleet Readiness Center Southwest (FRCSW)
Naval Air Station (NAS) North Island
Building 5, Code 7.3.1
Quentin-Roosevelt Road
San Diego, CA 92135-7058

STATEMENT OF WORK – ATTACHMENT (1)

The following FAR and DFAR clauses and provisions are hereby incorporated and applicable to this acquisition:

52.212-1 Instructions to Offerors – Commercial Items

NOTE: This provision must be reviewed completely. It contains the guidelines for submission of your offer. In addition, offerors are instructed to complete and submit the attached past performance information (PPI) report with

submitted offers prior to the closing date of this notice specified herein. Submission of quotation represents the item adheres to all factors listed in this solicitation. Reference 52.212-1-(b)(4) for technical data submission.

FAR 52.212-2 Evaluation Commercial Items – (Oct 2014)

(a) The Government will award a Firm Fixed Price (FFP) contract resulting from this solicitation. Award will be made to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

Technical capability is considered more important than past performance and price. Only those quotations which meet the minimum requirements required by Factor (i) will be further evaluated under Factors (ii) and (iii).

(i) Technical capability

Sub-factors:

(A) Federal Retirement System experience: Federal CSRS and FERS retirement system teaching experience, minimum of three years. Contractors shall provide a copy of current documentation reflecting their experience with their quotation.

Level of experience – number of years of experience

In order to be considered for an award a contractor will be evaluated on their ability to provide a qualified instructor(s) that will meet the Government's minimum technical and level of experience qualifications that will be established under the solicitation. Instructors will be required to have a minimum of three years of experience in teaching related courses in order to be considered for award.

(B) Professional experience: Retirement planning, minimum of three years of Professional Retirement Planning experience. Provide a current certificate or license reflecting the experience or provide details regarding the experience. The certificate/license and experience shall be considered equal in terms of evaluation.

(C) Descriptive narrative provided by each contractor on each training objective outlined under the PWS, para 2.3. Contractors shall provide a copy of current documentation with their quotation.

(D) Sample student outline or student guide representing the training objective outlined under the PWS, para 2.3. Contractors shall provide a copy of current documentation with their quotation.

Contractors will be expected to possess technical knowledge, education, and experience/qualifications in the two Federal retirement systems (CSRS and FERS) and in retirement planning as a whole.

- Knowledge of current industry standards in retirement systems, including Federal's CSRS and FERS, and the ability to demonstrate industry competencies and adapt them to course instruction.
- Knowledge of applicable laws and industry standards.
- Knowledge of instructional materials used (PowerPoint, textbooks, websites, handouts, etc.).
- Knowledge of learning styles and diverse teaching methodologies and the ability to implement them.
- Ability to integrate questions from students into the learning process.
- Ability to customize instructional materials to meet student needs and program outcomes.
- Ability to develop opportunities for students to practice, perform and receive feedback on skills and knowledge of course materials.

The offeror shall submit technical literature/documents that fully address the Technical Capability factor and all related subfactors related to the offeror's current capability to fulfill requirement identified in the Statement of Work (SOW). The supporting technical literature should not exceed 15 total pages. The furnishing of supporting documentation will be used by the Government to evaluate the quotation and to determine an offeror's capability of

accomplishing the overall project. The technical literature shall demonstrate in sufficient detail that the contractor possesses the necessary technical skills, education and experience to meet or exceed the Government's minimum requirements as identified under the solicitation.

Offerors that provide all the supporting technical documentation requested by this solicitation will be evaluated by the Government's technical evaluation board. If the information and data is determined to be sufficient for proper evaluation purposes to allow the Government to make a reasonable determination of the offeror's technical capability, quotations will be rated as "Acceptable". Offerors that do not provide supporting technical information and data submitted are determined to be insufficient for proper evaluation purposes to allow the Government to make a reasonable determination of the offeror's technical capability will be rated as "Unacceptable". A rating of "Unacceptable" will preclude any further evaluation.

The following ratings listed below will be used to evaluate Technical Capability.

Technically Acceptable/Unacceptable Ratings	
Rating	Description
Acceptable	Offeror clearly meets the minimum requirements of the solicitation and has provided the technical capability documentation required by this solicitation.
Unacceptable	Offeror does not clearly meet the minimum requirements of the solicitation and has not provided all the required technical capability documentation set forth under this solicitation.

(ii) Past Performance

Offerors are required to provide historical past performance data that will show actual work under a contract with a U.S. Government customer or commercial entities that is similar as the required work specified under the applicable work statements. Offerors shall provide historical data from the past three (3) years for the type of services and parts under this request for quotation (RFQ). At a minimum three (3) historical contract references are required.

NOTE: The data shall be provided in the Past Performance Information Form (Attachment #2) herein.

The following ratings listed below will be used to evaluate Past Performance.

Past Performance Acceptable/Unacceptable Ratings

Acceptable: Vendor has relevant past performance, no monetary assessment for non-conforming services, no terminations for default, met contract requirements for timely delivery and customer service.

Unacceptable: Monetary assessment for non-conforming services, terminations for default or cause, poor performance, such as untimely delivery, poor customer service and inadequate equipment

Neutral: No relevant past performance data available for evaluation.

Past performance will be rated on the basis on relevance, quality, delivery or cost problems, corrective actions, and effectiveness of the corrective actions. The Government will give an "acceptable" past performance rating to quotations where the offeror has relevant past performance, no monetary assessment for non-conforming services, no terminations for default, met contract requirements for timely delivery and customer service.

The Government will not make award to a quotation that the Government evaluates as "unacceptable" on past Performance. To be eligible for award, the Government must evaluate the past performance factor as acceptable.

The Government will give a Neutral Past Performance rating to offerors that lack a record of relevant Past Performance or for whom information on Past Performance is not available. The Government will not evaluate such offerors favorably or unfavorably on Past Performance. Offerors are reminded, however, that a quotation that receives a Neutral on Past Performance may not represent the most advantageous quotation to the Government and, thus, may be an unsuccessful quotation.

(iii) Price

(A) Contractor(s) are to provide current unit pricing for each line item to be priced listed in this RFQ, a total cost for all line items and total cost for the Base Period and Option Years.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

At the discretion of the Contracting Officer, the Government intends to evaluate the quotations and award a single award Firm Fixed Price IDIQ contract using Lowest Price Technically Acceptable (LPTA) methodology without discussions with offerors. Each initial offer should, therefore contain the offer's most accurate terms from both a price and technical standpoint. The Government reserves the right to make award to other than the low offeror if it is determined by the Contracting Officer to be in the best interest of the Government.

(End of Provision)

Clauses and Provisions:

52.212-3 and its ALT I Offeror Representations and Certifications – Commercial Items; all offerors shall have their Representations and Certifications (FAR 52.212-3(b)) within the System for Award Management (SAM) updated at the time of quotation.

NOTE: This provision is considered a fill-in. All applicable fields must be completed. Submit this provision with your quotation.

52.212-4 Contract Terms and Conditions - Commercial Items

52.212-5 Contract Terms and Conditions Required Implementing Statutes or Executive Orders-Commercial Items

52.204-16 Commercial and Government Entity Code Reporting

The following contract terms and conditions are contained within FAR 52.212-5 and are hereby incorporated by reference:

52.203-6 Restrictions on Subcontractor Sales to the Government, Alternate I

52.204-7 System for Award Management (SAM)

52.219-6 Notice of Total Small Business Set-Aside

52.219-28 Post Award Small Business Program Representation

52.222-3 Convict Labor

52.222-19 Child Labor – Cooperation with Authorities and Remedies

52.222-21 Prohibition of Segregated Facilities

52.222-26 Equal Opportunity

52.222-36 Equal Opportunity for Workers with Disabilities

52.222-41 Service Contract Act of 1965

52.222-50 Combating Trafficking in Persons

52.222-55 Minimum Wages Under Executive Order 13658

52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving

52.225-13 Restrictions on Certain Foreign Purchases

52.232-33 Payment by Electronic Funds Transfer – System for Award Management

52.232-18 Availability of Funds

52.233-3 Protest After Award

52.233-4 Applicable Law for Breach of Contract Claim

52.237-2 Protection of Existing Vegetation, Structures, and Equipment

52.247-34 F.O.B. Destination

52.252-2 - Clauses Incorporated by Reference

This RFQ/solicitation and contemplated contract incorporate one or more clauses by reference with the same force and effect as if they were given in full text. The full text of a clause may be accessed electronically at this/these addresses: <http://farsite.hill.af.mil> and/or <http://farsite.hill.af.mil/vfdfara.htm> (End of clause)

52.216-18 Ordering

52.216-19 Ordering Limitations

52.216-22 Indefinite Quantity (Oct 1995)

52.216-27 Single or Multiple Awards

52.217-9 Option to Extend the Term of the Contract

52.217-5 Evaluation of Options

52.252-6 Authorized Deviations in Clauses (Apr 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

The following DFARS clauses are applicable to this procurement (all clauses shall be incorporated by reference in the order provided below):

252.203-7000 Requirements Relating to Former DoD Officials-clause

252.203-7005 Requirement Relating to Former DoD Officials-provision

252.203-7998 Prohibition on Contracting with Entities that Require Certain Internal Confidentially Agreements (FEB 2015) (Deviation)

252.203-7999 Prohibition on Contracting with Entities that Require Certain Internal Confidentially Agreements (FEB 2015) (Deviation)

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect. (c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) In accordance with section 743 of Division E, Title VIII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015, (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

(End of clause)

252.204-7011 Alternative Line Item Structure

252.204-7012 Safeguarding of Unclassified Controlled Technical Information (NOV 2013)

252.209-7992 Representations on Corporations Regarding an Unpaid Delinquent Tax Liability or Felony under any Federal Law

252.232-7003 Electronic Submission of Payment Requests and Receiving Reports

252.232-7006 Wide Area Workflow Payment Instructions

252.232-7010 Levies on Contract Payments

252.239-7018 Supply Chain Risk

252.243-7001 Pricing of Contract Modifications

252.247-7023 Transportation of Supplies by Sea – Basic The following Local clauses are applicable to this procurement:

Review of Agency Protests

The contracting activity, Fleet Logistics Center San Diego (FLCSD) will process agency protests in accordance with the requirements set forth in FAR 33.103(d).

Pursuant to FAR 33.103(d)(4), agency protests may be filed directly with the appropriate reviewing authority; or, a protester may appeal a decision rendered by a contracting officer to the reviewing authority.

The reviewing authority for FLCSD is the Director, Regional Contracts Department, Fleet Logistics Center San Diego at 937 North Harbor Drive, San Diego, CA 92132-0060. Agency procurement protests should clearly identify the initial adjudicating official, i.e., the "contracting officer" or "reviewing official".

Offerors should note this review of the Contracting Officer's decision will not extend GAO's timeliness requirements. Therefore, any subsequent protest to GAO must be filed within 10 days of knowledge of initial adverse agency action.

Unit Prices

Contractor unit prices, when incorporated into a Government contract, will be released under the Freedom of Information Act (FOIA) without further notice to the contractor submitter. If the Contractor takes issue with the release, it should submit its proposal data with the appropriate legends and explain in detail why such data cannot be released as a public record under the Freedom of Information Act.

Single Award for all Items

The Government intends to make a single award to the technically acceptable, responsible offeror proposing the lowest price for all items.

SUBMISSION REQUIREMENTS

This announcement will close at 5:00 PM, PST on 29 January, 2016. All quotations shall be submitted directly to the Purchasing Agent, Vernon Udasco, via electronic mail at vernon.udasco@navy.mil. Only written quotations shall be accepted in response to this notice. All quotations shall contain the applicable requested information specified herein. Offerors are responsible for submitting offers and any modification, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified herein.

Oral communications are not acceptable. Any quotation that is submitted in any other fashion or after the prescribed deadline may be deemed unacceptable and may not be considered for award. Any and all questions shall be submitted directly to the Purchasing Agent, Vernon Udasco, via electronic mail at vernon.udasco@navy.mil by 5:00 PM, PST on 27 January 2016. Questions received after this date and time may not receive a response. All responsible sources may submit a quotation which shall be considered by the agency.

Submission of Quotation Data:

Quotation data shall be submitted as follows:

- (1) Volume I: Technical Literature (not to exceed 15 pages): No pricing data shall be included in the technical literature, written statement (on compliance with the meeting required delivery timeframe and FOB terms),
- (2) Volume II: Past Performance: Three pages total (3 references)
- (3) Volume III: Pricing Data (as specified under the evaluation clause (FAR 52.212-2 Evaluation of Commercial Items, not to exceed 2 pages)

ATTACHMENTS:

ATTACHMENT 1: Performance Work Statement

ATTACHMENT 2: Past Performance Information (PPI) data sheet

A prospective awardee shall be registered in the SAM database prior to award, during performance and through final payment of any contract resulting from this solicitation. Registration is free and can be completed online at <https://www.sam.gov/>.

If the offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed with award to the next otherwise successfully registered offeror. In addition, provide acknowledgement of any solicitation amendments. All quotations shall include price(s), F.O.B. point, a point of contact (POC) including name and phone number, contract number (if applicable), and business size and size standard. Quotations over 25 pages in total will not be accepted.

Each response must clearly indicate the capability of the offeror to meet all specifications and requirements.

***** End of Combined Synopsis/Solicitation *****